

<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
1. Vital Records	S-12	Conducted Workshop for 18 persons (14 DDP, 3 DDI, 1 ExReg)
2. Shelf File, [REDACTED]	GS-12	Completed Installation - Provides 30% File Expansion Space and Released 10 Safe Cabinets.
3. Records Disposition Survey, IG	GS-12	Completed. Prepared new Records Control Schedule; Established new filing system.
4. Survey of Agency Courier System	GS-12	Submitted report to DGS proposing 27 changes in Agency Mail and Courier System. Principal proposals concern reduction in delivery time of mail to 3 hrs. from present 5-20 hrs; potential annual savings of \$1,814,550.
5. Review of Requests for Secure Areas	S-12	Completed Review of 5 requests for Secure Areas in different buildings.
6. Survey of Case Processing Forms in Office of Security.	GS 11	Completed. Report submitted to Director of Security proposing 26 changes in procedures and listing 12 accomplishments during the survey.
7. Requests for New and Revised Forms	GS-12	Completed 5 new forms, revised 10 existing forms; eliminated 2 unofficial forms.
8. Operation of Agency Records Center and Vital Records Repository	GS-13	Received 790 cu. ft. of records; disposed of 422 cu. ft. of records and furnished 34,871 references to Agency offices. On Hand 30 June 1962 78,046 cu. ft.

Assignments in process 1 July 1962 include: Revision of Vital Records Schedules (2); Revision of Records Control Schedules (4); Review of Requests for Secure Areas (2); Requests for Shelf File Installations (6). In addition, Request from OO Contacts Division for procedures survey of the Index Section deferred indefinitely until a staff person is available to undertake the survey. Request from Medical Staff to establish a system for identifying medical impairments of agency employees postponed until a staff person is available.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		INITIALS	DATE	
1	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>				
2	7D-24, Headquarters				
3					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION		SIGNATURE	

Remarks:

Bob:

The attached report summarizes some  
 of our principal activities during June.  
 This brings me up to a current status -  
 July 1.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
<div style="border: 1px solid black; width: 150px; height: 15px;"></div> Records Admin. Officer 604 - 1016 16th St.		7/16/62
UNCLASSIFIED		SECRET